



CITY OF CANBY JOB ANNOUNCEMENT

Seasonal Maintenance Workers / Public Works Department

**Recruiting for three temporary positions
Two in Parks and One Streets/Collections**

Up to 40 hours per week (flexible) / Non-Exempt / Non Represented

Salary: \$15.00 hour - Benefits not included, except in compliance with Oregon Paid Sick Leave

Opens: April 7, 2021

Closes: Recruitment will remain open until positions are filled

Apply to: Human Resource Department
City of Canby
PO Box 930
Canby, OR 97013
(503) 266-0699 fax
hr@canbyoregon.gov

SUMMARY AND REQUIREMENTS: Must be at least 18 years old. Limited duration positions not to exceed six months/600 hours. Seasonal positions work under the general direction of a Lead Maintenance Worker or PW Supervisor and may receive direction from other staff as designated. **Duties may vary depending on area of assignment.** Maintain landscaped areas, control weeds, maintain annual and perennial flowerbeds as assigned; apply bark dust/chips, maintain, repair, replace sprinkler heads and lines, and other similar activities. Mow, aerate, fertilize, irrigate, etc. Perform various special event tasks such as hanging banners, setting up and taking down holiday decorations, setting up barricades, assisting with traffic, etc. Assist as needed to clean and maintain City sidewalks, pathways, and right-of-ways including cleaning of public rest rooms, trash pickup, trimming and removing trees and vegetation. *Refer to Job Summary for additional information.*

APPLICATION MATERIALS: A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up by appointment at Canby Civic Offices 222 NE 2nd Ave., Canby OR 97013, downloaded from www.canbyoregon.gov, or requested by mail or email by calling Human Resources at (503) 266-0638.

SELECTION PROCESS: Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate will be subject to a pre-employment background, including a DMV records check.

NOTIFICATION: Applicants who were not selected will be notified once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, physical or mental disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0638.